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**Personnel**

**COMPANY GRADE OFFICER COURSE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 75 MSS/DPE

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This instruction implements *AFPD 36-22, Military Training*. This instruction governs the administration of the Hill Air Force Base Company Grade Officer (CGO) Course and prescribes duties and assigns responsibilities of this function.

**1. AUTHORITY.** The direction and administration of this course is accomplished by authority of the Ogden Air Logistics Center Commander.

**2. COMPANY GRADE OFFICER COURSE.** The CGO Course at Hill AFB is a course of instruction conducted at least quarterly depending on need and is established to provide professional military education (PME) to company grade officers who have not attended/completed Squadron Officer School (SOS).

**3. BACKGROUND.** The Air Force has directed Air University at Maxwell AFB, AL to construct a CGO Course for implementation Air Force wide in response to the need for providing young officers' interim training on traditional PME subjects.

**4. ELIGIBILITY.** Line officers from throughout the Ogden Air Logistics Center (OO-ALC) to include all tenant units, with no more than six years of commissioned service are eligible to attend. Also eligible are company grade officers from the Medical, Dental, Chaplain, and Legal corps who have not yet attended/completed SOS.

**5. COURSE GOAL.** It is the goal of the CGO Course at OO-ALC to provide an institutionalized program of interim PME which will expand our young officers' world view beyond the Wasatch Front to the rest of the United States Air Force.

**6. ROLES AND RESPONSIBILITIES:**

**6.1. Course Ownership.** As course owner, the installation Vice Commander (OO-ALC/CV) is responsible for the following:

- 6.1.1. Emphasizing to all levels of supervision the importance on student attendance to this course.
- 6.1.2. Supporting course director, administrators, coordinators, and facilitators (instructors) in the fulfillment of their duties and responsibilities for the CGO Course.
- 6.1.3. Approving course facilitators (instructors) and alternate facilitators (instructors) with assigned topics as well as approving course coordinators.
- 6.1.4. Approving yearly course schedule and location.
- 6.1.5. 6.1.5..Reviewing course critiques with facilitators (instructors).

**6.2. Course Direction .** As course director, the Mission Support Squadron Commander (75 MSS/CC) is responsible for the following:

- 6.2.1. Performing as the office of primary responsibility (OPR) for direction of the CGO Course and as such, acting for the ALC/CV in ensuring the ongoing function of the course as outlined in this instruction.
- 6.2.2. Providing course volunteer coordinators and facilitators (instructors) list to OO-ALC/CV for input and approval.
- 6.2.3. Providing yearly course schedule and location to OO-ALC/CV for approval.
- 6.2.4. Assisting Education and Training Flight (75 MSS/DPE) in soliciting coordinators and facilitators (instructors).
- 6.2.5. Providing annual budget reports, student reports, and class critique reports to OO-ALC/CV as requested.
- 6.2.6. Establishing and providing the course budget.

**6.3. Course Administration .** The 75 MSS/DPE will designate a point of contact to function as the course administrator. This individual, as course administrator, will be responsible for the following:

- 6.3.1. Obtaining and maintaining listings of eligible officers from Military Personnel Flight (75 MSS/DPM) and soliciting attendees from unit commanders and directors throughout the ALC to include coordination with all tenant units.
- 6.3.2. Soliciting course coordinators and facilitators (instructors).
- 6.3.3. Maintaining budget and student records for use in preparing reports for OO-ALC/CV.
- 6.3.4. Scheduling course location and soliciting students for attendance through unit commanders and directors.
- 6.3.5. Arranging for transportation to and from scheduled tour locations.
- 6.3.6. Acquiring, reproducing, and maintaining student course materials and ensuring adequate copies are available for each class.
- 6.3.7. Procuring course curriculum material as listed in paragraph 6.6. and ensuring adequate copies are available for each class.

6.3.8. Setting up classroom prior to the first day of class and ensuring needed audiovisual equipment and student materials are in place and classroom furniture is configured to facilitate student participation and discussion.

6.3.9. Preparing *AF Form 1256, Certificate of Training*, for each student for completion of the course and providing certificates to course coordinator no later than the last day of each class.

6.3.10. Preparing and providing course critique report to 75 MSS/CC after each class by consolidating inputs from student critique forms administered and collected by coordinators.

6.3.11. Preparing and providing student roster to coordinator on the first day of class.

6.3.12. Preparing and maintaining coordinator and facilitator (instructor) listings.

6.3.13. Notifying course coordinators and facilitators (instructors) of upcoming class schedule.

**6.4. Course Coordination .** Course coordinators will be volunteer senior captains (SOS graduates) or higher approved by OO-ALC/CV and will be responsible for the following:

6.4.1. Coordinating with course administrator prior to the first day of each class on class location, student roster, student materials, classroom equipment and facilitator (instructor) listing and ensuring all is prepared and available the first day of each class.

6.4.2. Administering and collecting student critiques at the end of each class and providing them to the course administrator on the last day of the class.

6.4.3. Supervising and directing daily course schedule and students for the duration of the class.

6.4.4. Introducing and keeping each facilitator (instructor) on schedule.

**6.5. Course Facilitation (Instruction).** Course facilitators (instructors) will be base experts of field grade level or lower rank by exception approved by OO-ALC/CV. Facilitators (instructors) will be responsible for the following:

6.5.1. Coordinating with course administrator on class schedule and location.

6.5.2. Working with course coordinators regarding classroom setup and class schedule.

6.5.3. Preparing for and professionally presenting topics of instruction assigned.

**6.6. Course Curriculum.** Course curriculum will be based on the Air University CGO Course materials with local inputs as directed by OO-ALC/CV. Student materials will include the following: student handbook, *AFPAM 36-2241, Vol. 1, Promotion Fitness Examination Study Guide*, *AFPAM 36-2241, Vol. 2, USAF Supervisory Examination Study Guide*, and *AFH 33-337, The Tongue and Quill*.

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